



## State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

POST OFFICE BOX 340

TRENTON, NJ 08625-0340

PHILIP D. MURPHY  
Governor  
Commander-in-Chief

SHEILA OLIVER  
Lieutenant Governor

☆  
JEMAL J. BEALE  
Brigadier General  
The Adjutant General

### **STATE EMPLOYEE VACANCY ANNOUNCEMENT NO. V32-20** **REPOST**

**OPENING DATE:** July 2, 2020

**CLOSING DATE:** July 16, 2020

**(Applications must be received or post-marked by the closing date)**

**POSITION:** Secretarial Assistant

**HOURLY POSITION - \$15.00 per hour**

**LOCATION:** New Jersey Department of Military and Veterans Affairs  
Construction and Facilities Management Office – FMB

---

**JOB DESCRIPTION:** Types correspondence of varied types, including reports and recommendations of a confidential nature. Reviews, sorts, and routes incoming correspondence and personally prepares letters on routine matters which generally are not reviewed by the Division Director. Prepares correspondence for the review and signature of the Division Director entailing a wide knowledge of department procedures, programs, functions and policies. Obtains pertinent materials from the files of the Department and from other sources and puts it into usable form for the review and use of the Division Director and prepare memoranda and summaries. Provides information to those requesting it, including division personnel; the representatives of State, Federal, local and other groups, organizations and agencies; and to the general public in accordance with department policy and when so required, interviews callers at the office. Maintains a schedule of appointments and the daily engagement calendar of the Division Director. Prepares agenda of meetings, sends out notes of meetings and types minutes from notes and/or recording equipment.

**EXPERIENCE:** Three (3) years of experience in secretarial and administrative clerical work.

**LICENSE:** Appointee will be required to possess a current driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

**HOW TO APPLY: SUBMIT THE APPLICATION FOR EMPLOYMENT, RESUME AND COVER LETTER (INCLUDE AN E-MAIL ADDRESS) AND APPLY VIA MAIL, E-MAIL OR FAX BY 4:00PM ON THE CLOSING DATE.**

- NJDMAVA, ATTN: HRD Recruitment, PO Box 340, Trenton, NJ 08625-0340
- E-Mail: [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov)
- Fax: (609) 530-7192

Application can be obtained on our website:

<https://www.nj.gov/military/personnel/forms/employment-application.pdf>

**New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.**